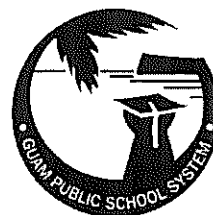




**PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM**

P.O. Box DE
Hagatna, Guam 96932
Tel: (671) 475-0496
Fax: (671) 477-0698



NERISSA BRETANIA-SHAFFER, Ph.D.
Superintendent of Education

ANTONETTE MUNA SANTOS
Acting Assistant Administrator

December 12, 2008

An Equal Opportunity Employer

ANNOUNCEMENT

The Guam Public School System wishes to announce **OPEN/COMPETITIVE** and **PROMOTIONAL EXAMINATION** for the following class of position to **ESTABLISH A LIST:**

ADMINISTRATIVE OFFICER (2.010)

SALARY: Pay Grade L
Open: Step 1-10, \$26,520.00 - \$39,780.00 Per Annum
Promotional: Step 1-20, \$26,520.00 - \$56,114.00 Per Annum

DUTY: Twelve (12) Months

LOCATION: Federal Programs Division
(100% Federally Funded)

MINIMUM EXPERIENCE AND TRAINING:

- (A) One (1) year of experience in staff administrative work and graduation from a recognized college or university with a Bachelor's degree in public or business administration or related fields; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NOTE: Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 26-87, effective May 17, 2002, all future Government of Guam positions will require at the minimum, anyone of the following as a condition of eligibility for employment: (1) A High School Diploma; or (2) A successful completion of a General Education Development (GED) Test; or (3) Any equivalent completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job.

NATURE OF WORK IN THIS CLASS:

This is moderately complex staff administrative work in providing administrative and support services to management within a department/agency.

Employees in this class perform the full range of moderately complex administrative duties, including budget formulation and administration; personnel action transactions; procurement of supplies, materials and equipment and other support services. Supervision may be exercised over subordinate clerical and other administrative staff support personnel.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Coordinates the preparation and administration of the department/agency budget; examines overall budget estimates for completeness, accuracy and conformance with established guidelines and requirements; recommends adjustments to meet approved budget ceiling; completes grant application and other budgetary documents; monitors the expenditure of funds for budgetary control; prepares periodic financial status and other reports.

Coordinates the processing of personnel actions for recruitment, promotions, meritorious step increases, adverse actions, establishment of new positions, and other requests.

Prepares work requests and purchase requisitions for office supplies, materials and equipment.

Interprets and explains administrative policies, rules, and procedures to employees and supervisors.

Compiles statistics and other data for the preparation of the annual and other reports; composes correspondence and other materials.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of general administrative processes and office management practices.

Knowledge of management principles, practices and techniques.

Ability to make work decisions in accordance with established laws, regulations and other program guidelines.

Ability to analyze work problems having an administrative aspect and recommend solutions.

Ability to learn, interpret and apply pertinent laws, regulations, and other program guidelines.

Ability to supervise the work of others.

Ability to prepare fund status reports.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS:

A written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education, and experience in relation to the requirements of the position.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- | | |
|---------------------------------|-----------------------------------|
| - Certified Birth Certificate | - Government of Guam I.D. Card |
| - U.S. Passport | - Original Social Security Card |
| - Naturalization Card | (not laminated) |
| - "Green Card" (For Immigrants) | - Other proof of work eligibility |

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Public School System are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of initial employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Public School System must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for employment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of initial employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants selected for employment are required to submit Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

December 12, 2008

APPLICATION DEADLINE:

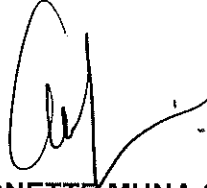
Applications shall be submitted to the GPSS Personnel Services Division from 8:00 a.m. to 4:00 p.m., Monday through Friday except holidays **until Monday, December 29, 2008.** Completed applications with supporting documents must be received by the deadline.

APPLICATION SUBMISSION:

Interested applicants must submit a GPSS "Application for Employment" form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Public School System's website at www.gdoe.net**

FOR FURTHER INFORMATION:

Please call 475-0495 or come by and visit our office.



ANTONETTE MUNA SANTOS, Acting
Assistant Administrator
Personnel Services Division

fmc

